

**United States Bankruptcy Court  
Southern District of Mississippi**

**Job Announcement – Term Law Clerk**

**Announcement Number:** #13-01  
**Position Title:** Law Clerk to U.S. Bankruptcy Judge (Full-time, “term” position)  
**Announcement Date:** April 22, 2013  
**Closing Date:** May 28, 2013, or until filled  
**Estimated Start Date:** October 7, 2013 (projected)  
**Location:** Gulfport, Mississippi  
**Salary:** \$57,408 - \$106,369 (depending on prior federal or judiciary experience)  
**Term:** Term not to exceed four (4) years.

This is a full-time, 40 hour per week position that requires occasional travel (including overnight).

**Position Description**

The United States Bankruptcy Court, Southern District of Mississippi, is recruiting a Term Law Clerk. A Law Clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court.

Representative duties include:

- Review complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
- Review dockets of pending litigation and monitors progress;
- Screen motions and drafts orders for judge’s review;
- Perform legal research;
- Identify issues before the Court and makes recommendations;
- Provide information to the judge in connection with pending litigation;
- Draft bench memos for the judge’s consideration;
- Proofread orders and opinions, verifying citations;
- Maintain liaison between the Court and litigants;
- Communicate with counsel, court officials, and litigants regarding procedural requirements;
- Keep abreast of changes in the law;
- Assist the judge during courtroom proceedings;
- Travel to conferences, hearings, and trials outside of the Gulfport area (required);
- Share in the administrative tasks of chambers; and
- Perform other duties as assigned.

### **Minimum Qualification Requirements**

- Graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools; and,
- One or more of the following attributes:
  - Standing within the upper third of the law school class;
  - Experience on the editorial board of a law review; or
  - Demonstrated proficiency in legal studies that Court considers equivalent to one of the above.

### **Preferred Qualifications**

- A strong academic background and excellent legal writing and research skills.
- Exceptional managerial, organizational, computer, computer-assisted legal research, and word processing skills are essential.
- Ability to meet deadlines and be punctual for meetings and hearings.
- A member in good standing with the state bar.
- Ability to maintain confidentiality; possess good judgment, maturity, and tact; dependable and responsible; a self-starter and demonstrate initiative in problem solving.
- Ability to work quickly and harmoniously with others in a team-based environment.
- Ability to communicate effectively and present a poised professional appearance and demeanor at all times.
- Excellent people skills and time management skills; ability to effectively meet and manage many changing priorities and demands in a distracting environment.
- Previous experience as a federal law clerk or bankruptcy attorney is highly desirable.

Note: Only qualified applicants will be considered for this position.

### **Background Check Requirement**

A law clerk serves in a highly sensitive position within the Judiciary. As a condition of employment, the selected candidate will undergo a background investigation, including credit check, and technical fingerprint check through the FBI Criminal Justice Information Services Division database.

### **Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered “at-will” employees. Benefits include:

- Federal Health Insurance Plan;
- Federal Life Insurance Plan;
- Optional dental, vision, long-term disability, and flexible spending plans;
- 10 paid holidays per year

This position is subject to mandatory Electronic Funds Transfer (aka Direct Deposit) for payroll.

## **Selection Process**

- Only the most qualified applicants will be invited for personal interviews.
- Final selection will be based upon results of any interviews and mandatory background investigation.
- Only those selected for interview will be contacted.
- The Court is not authorized to reimburse expenses related to interview and/or relocation costs.

## **How to Apply**

All applicants **must** submit six component parts for an application to be considered complete:

- 1) Application for Judicial Branch Federal Employment (Form AO 78).\*\*\*
- 2) Detailed resume with exact dates of employment and salary history, if applicable.
- 3) Copy of law school transcript.
- 4) Copy/certification of bar membership, if applicable.
- 5) Personal and professional references.
- 6) Two (2) recent legal writing samples.

### **Alternative methods for submission of application package:**

- A.** Submit application package (all six components) as a single PDF (Portable Document Format) file, via email to:
- 13-01\_lawclerk@mssb.uscourts.gov
- B.** Submit resume, law school transcript, references and writing samples through Online System for Clerkship Applications and Review (OSCAR).
- Submit Application for Judicial Branch Federal Employment (Form AO 78) as a PDF, via email to:
- 13-01\_lawclerk@mssb.uscourts.gov

\*\*\*Application for Judicial Branch Federal Employment (Form AO 78) is available on the Court's website at [www.mssb.uscourts.gov/contact-us/employment/job-announcements.aspx](http://www.mssb.uscourts.gov/contact-us/employment/job-announcements.aspx).

**Only qualified applicants will be considered.**

**The United States Bankruptcy Court is an Equal Opportunity Employer.**